

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 3-64

24 February 1964

TO: All Agency Training Officers

TYPING COURSE FOR PROFESSIONALS

16 March - 24 April 1964

A basic typewriting class for professional personnel will be conducted daily during the six-week period of 16 March - 24 April 1964. The class will meet from 0730 to 0830 in Room 1A-07 at Headquarters. The training will be conducted on manual typewriters.

The objectives of this course are to learn the typewriter keyboard and to acquire as much speed and accuracy in typewriting as is possible in a six-week training program.

Applications for registration (Form 73) must be submitted to the OTR Registrar on or before 9 March 1964. Individuals should register for this course only if they are reasonably sure of realizing maximum benefit through attendance at all or nearly all sessions of the course.

Questions concerning this class may be directed to Mrs. [REDACTED] on extension 3280 or 3267.

25X1A

C-O-N-F-I-D-E-N-T-I-A-L

